

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 28, 1987

ALL COUNTY LETTER NO. 87-61

TO: ALL GAIN COORDINATORS
ALL COUNTY WELFARE DIRECTORS

SUBJECT: INFORMED CHOICE FOR DEVELOPMENT OF EMPLOYMENT PLAN

It is important that Greater Avenues for Independence (GAIN) participants make informed choices when entering into employment plans and contract amendments. The purpose of this letter is to provide instructions to counties, or to contracted providers when the employment plan development process has been contracted out, to ensure that participants are given appropriate information that will enable them to make informed choices. The importance of informed choices is especially critical in developing employment goals because participants will be expected to accept job offers that are consistent with these employment goals, and net loss of income is not among the applicable good cause criteria for refusing a job offer once an employment plan is developed.

Counties must ensure that participants are informed of several factors regarding appropriate occupational fields when an employment plan is being developed. These factors must include, but are not limited to, the following:

1. Normal entry-level and journey-level wage ranges for jobs in the occupational field. Participants will not be required to accept a job offer that pays below the applicable wage range, as documented in the employment plan.
2. Normal working conditions for jobs in the occupational field.
3. Normal physical/mental demands of jobs in the occupational field.
4. Normal working hours for jobs in the occupational field.
5. Career ladders in the occupational field.

In addition, counties must ensure that participants are made aware of how the choice of employment goals will affect them. The following information must be given to all participants:


1. The county will provide appropriate training/education programs that will help participants prepare for jobs in the occupational field, and participants must participate in those programs.
2. Participants will be required to accept appropriate job offers in the chosen occupational field.
3. In helping participants to decide on appropriate occupational fields, the county must inform participants that by accepting employment in the chosen occupational field, they may incur additional expenses which they are not now experiencing. These could include child care costs, transportation and other work-related expenses. In addition, mandatory deductions, such as taxes and Social Security, may be taken from their gross earnings. There also may be new expenses, such as health insurance and increased food costs, if acceptance of a job offer would result in termination of Aid to Families with Dependent Children (AFDC), and therefore a loss of or reduction in Medi-Cal and Food Stamps. It is important to note, however, that some benefits, such as paid child care and Medi-Cal, will continue for transition periods after employment is obtained.

When explaining these conditions to participants, the county should try to demonstrate the relationship of what the expected post-employment income would be (after expenses) compared to the current AFDC grant. This should be done using as many known factors, such as regional market rates for child care, as possible.

4. Participants must be made aware that although the entry-level wages in their chosen occupational field may be low and may not entirely meet all the new expenses, if offered such employment, they would be expected to accept it because once employed, there are better opportunities for increased earnings.

All employment plans must contain evidence that the above factors have been discussed with the participant. The State Department of Social Services is developing an employment plan format for county use which will facilitate appropriate documentation.

Any questions regarding this letter should be addressed to the GAIN County Operations Analyst assigned to your county at (916) 324-6962.


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